

JOB SPECIFICATION

Job Title: SEND Lead (or Co-ordinator)
Location: Across InspireAll managed Family Centres
Responsible to: Deputy Head of Family Support

Key Purpose of Role:

- To lead and develop the SEND support offer within the InspireAll Family Centre Service
- To ensure high quality, effective and responsive support to SEND families within the Family Support Service
- To work with the SLT and wider county colleagues to provide effective pathways and access to appropriate services so that children and families receive the help they need at the earliest opportunity.

Key Duties and Accountabilities:

Effective leadership, management and governance

- To act as a resource to the Family Support Service teams and have a solid knowledge base of Hertfordshire County Councils SEND offer.
- To act as the InspireAll SEND representative at a range of meetings.
- To liaise with a wide range of organisations including Hertfordshire County Council, voluntary groups and Public Health Nursing to ensure that InspireAll is informed of any developments relating to SEND e.g. specialist nursery provision.
- To contribute to the wider work of Hertfordshire's Family Support Service through attending meetings, cross-agency groups, working parties, initiatives and projects.

The quality of practice and service

- To co-ordinate InspireAll's SEND champions meetings offering support and advice both to the champions and the Early Start & Family Support Team Leaders
- To organise training for the SEND champions and the wider Family Support Service teams as appropriate.
- To help develop policies and practices which operate within this area of responsibility and to contribute to the reviewing and updating of InspireAll policies and procedures, as part of its Quality Management System.
- To ensure the SEND Champions promote an environment that safeguards and protects children in line with Hertfordshire Safeguarding Board.

Access and delivery of services by young children and families

- To attend appropriate SEND training, workshops and conferences; and to disseminate training to the SLT and wider teams.
- To work together with the Special Educational Needs Health Visitor to organise joint training sessions (minimum of 2 annually).
- To advise on programme adaptation to meet the needs of families with SEND.

Professional Development

InspireAll

- To attend relevant meetings and training to keep up to date with best practice and support continuous professional development.
- To participate fully in supervisions and appraisals by being prepared, reflective and knowledgeable about personal and group targets.
- To maintain a knowledge of current research and latest developments in national policy and guidance and to disseminate this information to the SEND Champions and the wider Early Start Team.
- To be committed to continued professional development and Life Long Learning through regular supervision and training.

The duties and accountabilities detailed in this document describe the post as it is at present. The post holder is expected to accept any reasonable alterations to this job specification that may from time to time be necessary and as agreed with their line manager. This includes the natural development of the role and the post holder in the role.

Person Specification: SEND Lead

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent. ▪ Holds a relevant childcare qualification or a Special Educational Needs & Disability (SEND) qualification 	
Skills/ aptitudes	<ul style="list-style-type: none"> ▪ Passionate about children with SEND and making a difference ▪ Strong interpersonal skills and ability to forge professional relationships and develop partnership working.. ▪ Ability to deliver training programmes. ▪ Team player. ▪ Excellent verbal communication. ▪ Excellent written communication skills. ▪ Excellent administrative /organisational skills. ▪ Ability to work on own initiative. ▪ Flexible and responsive. ▪ Good problem solving skills. ▪ Willingness to undertake continuous learning and development. ▪ Innovative worker. ▪ Computer literate. ▪ Hold a full current driving licence, ability to travel freely from place to place and hold Business car insurance. ▪ Evidence of commitment to equalities, diversity and inclusive practice 	
Relevant Experience	<ul style="list-style-type: none"> ▪ Recent and relevant experience of working to support SEND families ▪ Experience working in Children’s Centres, Family Support and/or Early Years Setting. ▪ Project management 	<ul style="list-style-type: none"> ▪ Representing your organisation at meetings
Knowledge	<ul style="list-style-type: none"> ▪ Recognition of importance of safeguarding children. ▪ Awareness of the need to maintain confidentiality. 	

Special Features:

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1. Flexibility in working arrangements to cover all sites used for services delivery.
2. Subject to enhanced disclosure clearance from the Disclosure and Barring Service (DBS) and Annual Childcare Disqualification Declaration Form.
3. Must hold a full driving licence, business insurance and have access to a roadworthy vehicle that conforms to legislative requirements for work purposes

Other factors affecting the post of SEND Lead

1.	Hours of Work:	20 hours per week												
2.	Grade:													
3.	Salary:													
4.	Notice Period:	As detailed in the Statement of Particulars												
5.	Holiday Entitlement:	<p>Annual Leave entitlement is based on service and is as for full time employees (39 hours per week), working a five day week and includes the 8 bank holidays at present legislated for each calendar year.</p> <p>All staff are required to allocate all bank holidays as part of their annual leave entitlement, but other days may become mandatory for operational reasons.</p> <p>Annual leave entitlement at present is:</p> <table> <tr> <td>On commencement with IA</td> <td>29 days</td> </tr> <tr> <td>After 1 year continuous service with IA</td> <td>30 days</td> </tr> <tr> <td>After 2 years continuous service with IA</td> <td>31 days</td> </tr> <tr> <td>After 3 years continuous service with IA</td> <td>32 days</td> </tr> <tr> <td>After 4 years continuous service with IA</td> <td>33 days</td> </tr> <tr> <td>After 5 years continuous service with IA</td> <td>34 days</td> </tr> </table>	On commencement with IA	29 days	After 1 year continuous service with IA	30 days	After 2 years continuous service with IA	31 days	After 3 years continuous service with IA	32 days	After 4 years continuous service with IA	33 days	After 5 years continuous service with IA	34 days
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After 4 years continuous service with IA	33 days													
After 5 years continuous service with IA	34 days													
6.	Pensions choice:	Options are:												
		<p>(i) Workplace Pensions Reform requires InspireAll to automatically enrol all employees who are aged between 22 and State Pension age, and earning above £10,000 a year into their Qualifying Workplace Pension Scheme. InspireAll's Qualifying Workplace Pension Scheme is a Group Stakeholder Pension Scheme provided by Friends Life. Employees who qualify for automatic enrolment will be joined into the Scheme on completion of one month's service. Other staff may join voluntarily at any time.</p> <p>Employees are required to contribute 5% of their Qualifying Earnings (earnings between £5,772 and £41,865 per annum) and InspireAll will also contribute 3% of Qualifying Earnings on their behalf. Employees can elect to opt out of the Scheme at any time and if they do so within 30 days of joining, any contribution deducted from salary will be refunded.</p> <p>Further information regarding the InspireAll Qualifying Workplace Pension Scheme will be forwarded to you within one month of joining service.</p>												
		(ii) The purchase of a personal pension.												
7.	Location:	Relevant Centre, however the post holder will be expected to work in any facility managed by InspireAll.												
8.	The Rehabilitation of Offenders Act 1974:	This post is exempt from The Rehabilitation of Offenders Act 1974 therefore the post holder will be subject to an enhanced DBS check.												
9.	Other Duties:	The other duties shown are those currently operative, but the post holder may be required to undertake any other associated duties reasonable and compatible with his / her grading, competence and qualification												

10.	Leisure Benefits:	Free use of leisure facilities is available to the post holder, subject to booking conditions. Please contact your Line Manager for details.
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